

REQUEST TO USE FACILITIES

University Union, Event Services Office—Sacramento State--Phone 916-278-6743--Fax 916-278-7503—events.union@csus.edu

Sponsoring Organization: _____

Address / Email: _____

Request prepared by: _____ Person in charge of meeting or event: _____

Phone: _____ Phone: _____

☐ Student club / Organization ☐ Campus department ☐ Off-campus group

Are you working with any event partners or co-sponsors? ☐ Yes ☐ No

Will you be charging an admission/participant fee for this event? ☐ Yes ☐ No

REQUESTED MEETING OR EVENT

Day & Dates	Meeting/Event Title	Start	End	# to Attend	Room Preference	Office Use

ALTERNATIVES

Room Choices	Date Choices	Time Choices

**ROOM SET-UPS- PLEASE SEE
NEXT PAGE**

Date Received: _____

Time: _____

ROOM SET-UPS



Lecture Style (Rows of Chairs)

- ☐ Head Table/ # of Chairs: _____
- ☐ Lectern: ☐ Floor ☐ Table
- ☐ Registration Table/# of Chairs: _____
- ☐ Display Table
- ☐ Flags: ☐ USA ☐ CA



Classroom Style (4 Chairs per table)

- ☐ Head Table/ # of Chairs: _____
- ☐ Lectern: ☐ Floor ☐ Table
- ☐ Registration Table/# of Chairs: _____
- ☐ Display Table
- ☐ Flags: ☐ USA ☐ CA



Banquet (8' Tables with chairs both sides)

- ☐ Head Table/ # of Chairs: _____
- ☐ Lectern: ☐ Floor ☐ Table
- ☐ Registration Table/# of Chairs: _____
- ☐ Display Table
- ☐ Flags: ☐ USA ☐ CA



Round Tables (10 Chairs per Round)

- ☐ Head Table/ # of Chairs: _____
- ☐ Lectern: ☐ Floor ☐ Table
- ☐ Registration Table/# of Chairs: _____
- ☐ Display Table
- ☐ Flags: ☐ USA ☐ CA



Reception (Food Service in Middle of Room)

- ☐ Registration Table/# of Chairs: _____
- ☐ Lectern: ☐ Floor ☐ Table
- ☐ Display Table



Special Private Ceremony



Conference Style (Hollow Square)



U-Shape (Hollow U-Shape Conference)



Special Set-Up



Audio Visual Equipment

- ☐ LCD Projector & Screen:
 - ☐ VGA Cable
 - ☐ with audio ☐ no audio
 - ☐ HDMI Cable (video & audio)
 - ☐ Audio only (phone/iPod)
- ☐ DVD Player
- ☐ TV Monitor
- ☐ CD/Cassette Player
- ☐ Upright Piano
- ☐ Whiteboard/Markers
- ☐ Bulletin Board
- ☐ Dividers: # _____
- ☐ Tripod Easel (No Pad)
- ☐ Easel Pad/Markers
- ☐ Lectern w/Microphone: _____
- ☐ Table Top Microphone: _____
- ☐ Standing Microphone: _____
- ☐ Hand held Microphone: _____
- ☐ Lapel Microphone: _____
- ☐ Portable Sound System
- ☐ Stage



Food Arrangements

- ☐ Epicure Catering ☐ Round Table Pizza ☐ Starbucks
- ☐ Panda Express ☐ Subway ☐ Jamba Juice
- ☐ Other